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August 10, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF
JOB ORDER CONTRACT CONSULTING SERVICES CONTRACT**

SUBJECT

Request approval of a contract for Job Order Contract (JOC) consulting services support for the Internal Services Department (ISD).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairperson to sign the attached contract with The Gordian Group, Inc. (The Gordian Group) effective September 12, 2010, to provide JOC consulting services to assist ISD in managing its JOC program, under a tiered pricing system at a fee of 1.95 percent of the dollar amount of each project work order for the first \$10 million in work orders with decreased costs as the aggregate dollar amount of work orders increase. The contract term is for three (3) years with two (2) one year renewal options, and six (6) additional month-to-month extensions.
2. Authorize the Director of ISD or designee to exercise renewal options and month-to-month extensions in accordance with the attached contract.
3. Authorize the Director of ISD or designee to execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise has a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD provides facilities repair, maintenance and refurbishment projects for County departments. Job

order contracting is utilized to manage resources and meet customer deadlines. To assist in managing JOC, the proposed contract will provide the following program support:

- Technical specifications for specific items of repair and refurbishment work.
- Unit price books which provide the installed price for each item of repair and refurbishment work.
- A computer network based software program to assist in preparing, evaluating and tracking JOC work orders.

ISD currently contracts for the required JOC consulting services. The recommended actions will ensure that these services continue beyond the current contract expiration date of September 11, 2010 with The Gordian Group.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goal Number 1, Operational Effectiveness, by effectively managing County resources and providing efficient and responsive JOC consulting services to ISD.

FISCAL IMPACT/FINANCING

The proposed contract provides for a tiered pricing structure. The tiered pricing structure under the proposed contract is unchanged from the existing contract and is based on the total dollar amount of JOC work ordered during each fiscal year as follows:

- For the first \$10 million in as-needed JOC work orders, ISD will pay a fee of 1.95 percent of each work order. When the aggregate work order dollar value is between \$10 million to \$25 million, the fee decreases to 1.5 percent for that portion of work orders. When the aggregate work order dollar value exceeds \$25 million, the fee is reduced once more to 1.25 percent for that portion of work orders.
- Based on the past five fiscal years, ISD's level of total JOC expenditures has been approximately \$20 million annually. It is anticipated that the same level of business will continue, resulting in an estimated annual amount of \$345,000 for the recommended contract. However, actual costs will fluctuate based on the use of the contract.

ISD will incur JOC expenditures to the extent that they are offset through County departmental billings and within available appropriation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contract have been approved as to form by County Counsel. The contract contains the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. As part of the contract negotiations, two standard terms (Most Favored Public Entity and a portion of Termination for Default) were excluded

from the proposed contract. The exclusions were discussed with County Counsel.

ISD has determined that the proposed contract is not subject to the County's Living Wage Program. The prices are fixed for the entire term of the contract and there are no provisions for any cost of living increases.

ENVIRONMENTAL DOCUMENTATION

The award of the contract will have no impact on the environment. Appropriate environmental assessments will be made prior to authorization of each JOC work order, which will be prepared and implemented with support provided by this recommended contract.

CONTRACTING PROCESS

On March 25, 2010, ISD released a Request for Proposals (RFP) for JOC consulting services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 2). Notice of the RFP was sent by electronic mail to vendors registered with the County.

One proposal was received on May 3, 2010, from The Gordian Group, and was reviewed for compliance with the minimum requirement criteria set forth in the RFP. The review of the firm's written proposal and references by ISD staff resulted in a determination that The Gordian Group is highly qualified to provide the required services. There were no protests resulting from this solicitation.

The attached contract was determined to be subject to the Mini-Brooks Act, which requires in part that State and all local public entities negotiate a contract at a fair and reasonable fee after selection of the best qualified firm providing construction consulting services. Accordingly, the price for the recommended contract was negotiated after the proposal was received. After negotiations, the Gordian Group's fee will remain at the same percentage and fee structure that has been in effect for the existing JOC Contract since 2005. The contractor proposed a software license agreement that was negotiated with the assistance of the Chief Information Office and County Counsel. The Gordian Group accepted ISD's exceptions to the proposed agreement.

A summary of Community Business Enterprise Program information for the recommended vendor is attached (Attachment 3). On final analysis, selections were made without regard to gender, race, creed, or color or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

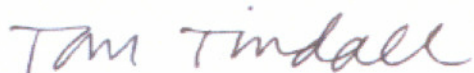
No staff impact will result from the award of the recommended contract, as the requested contract is intended to augment, but not replace County workforce, and to ensure ISD's ability to respond to emergency requirements.

The Honorable Board of Supervisors
8/10/2010
Page 4

CONCLUSION

Approval of the recommended contract will allow ISD to continue providing the JOC consulting services to its client departments.

Respectfully submitted,

A handwritten signature in dark ink that reads "Tom Tindall". The signature is written in a cursive, flowing style.

TOM TINDALL
Director

TT:YY

c: Chief Executive Officer
County Counsel